Quad Review Timeline and Calendar

Quadrennial Report Review Timeline

Timeline	Action
May 1st of year that course's Quadrennial Report is due Mid-August 1st day that Faculty Reports of year that course's Quadrennial Report is due (for second attempts only)	**Office of Assessment and Accreditation** will provide the following documents to course leader (CC: Chair) for all courses with Quadrennial Reports due 1st Monday of October of current year: • Copy of course's last GEC approved Quadrennial Report • Blank Quadrennial Report form • Exemplar Report from approved (and permission-provided) course • **Enrollment Data (for last 4 years) Report from IR** Email correspondence will include an opportunity for faculty to meet with Office of Accreditation and Assessment during the summer and/or the first chance for the Office to provide course's assessment data (through LMS, Essay Repository, or analysis through other means)
September 15th of year that course's Quadrennial Report is due	**GEC Chair** will email course leaders with Quadrennial Reports due with final reminder
1st Monday of October of year that course's Quadrennial Report is due	**Quadrennial Reports Due**
1st Friday of October of year that course's Quadrennial Report is due	Any missing reports' course leaders will be contacted by **GEC Chair**
October-1st Week of November of year that course's Quadrennial Report is due	All Quadrennial Reports will be assigned to a Subcommittee (peer faculty with no conflict-of-interest), reviewed and recommendations made to larger GEC

Timeline	Action
November 15th of year that course's Quadrennial Report is due	Course leaders, Chairs and Deans will be notified of GEC decision. Report authors will be given 1 of 3 decisions: 1. Accept Report (Formal Vote by GEC) 2. Accept Report with Modifications, all modifications would be due back to GEC by Study Day (early December); Course Leaders (faculty and/or chair) will be advised to meet with Office of Accreditation and Assessment to complete any outstanding issues identified by GEC Subcommittee. These modifications can be in the form of questions posed by subcommittee for clarity (and communicated to the department by the subcommittee chair), or modification requests to data/information presented (Tabled Vote by GEC) 3. Interim Report Requested; Course report would need significant work and would be presented with a timeline for completion that would not extend beyond current Academic Year (Tabled Vote by GEC)
Study Day of year that course's Quadrennial Report is due	Any Reports that had modifications requested will return answers/edits to GEC. Subcommittee will review, and recommendation made to GEC. Formal Vote could be made during mid-December GEC or by email.
Prior to conclusion of Fall Semester of year that course's Quadrennial Report is due	**GEC Chair** will contact all Course Leaders/Chairs/Deans with formal GEC decision for each course
January-March of academic year that course's Quadrennial Report is due	Any course with an Interim Report requested will meet with Office of Accreditation and Assessment for assistance in data collection, analysis, reporting and editing.
March 30th of academic year that course's Quadrennial Report is due	If Interim Report is requested in Fall, Course Leader/Chair will provide to GEC: Modified Report with new/updated data (including Fall data from course if requested)
April of academic year that course's Quadrennial Report is due	Subcommittee will review Interim Report(s) and provide recommendation to GEC; Formal Vote in GEC for any/all Interim Reports
Prior to conclusion of Spring Semester of academic year that course's Quadrennial Report is due	**GEC Chair** will contact all Course Leaders/Chairs/Deans with formal GEC decision for each course with an Interim Report

General Education Quadrennial Review Calendar

The Office of Accreditation and Assessment maintains current assessment calendars, reporting schedules, and review timelines in SharePoint. These documents are updated as needed and should be considered the official source for current deadlines and reporting cycles.

> **Assessment Calendars and Schedules**
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> Access the latest General Education Quadrennial Review Calendar for information on current review cycles, reporting years, and formal report deadlines for General Education courses.

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